

**NORTHWEST ARCTIC
SUBAREA CONTINGENCY PLAN**

**RESPONSE
SECTION**

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RESPONSE: PART ONE – NOTIFICATION

A. EMERGENCY RESPONSE NOTIFICATION LIST

In the case of a *reportable* oil or hazardous substance spill (as defined in State and Federal regulations) in the Northwest Arctic Subarea, the Responsible Party or initial responder to the spill incident will immediately notify the following agencies. Once these initial notifications have been made, the Federal On-Scene Coordinator (FOSC), State On-Scene Coordinator (SOSC) and Local On-Scene Coordinator (LOSC) respectively, will be responsible for the notification of appropriate federal, state, and local agencies and organizations according to the contact lists contained on the following pages.

FEDERAL:

National Response Center (24 hr).....800-424-8802

FOSC for Coastal Zone

USCG -MSO Anchorage (24 hr)907-271-6700

(Fax)907-271-6751

FOSC for Inland Zone (1000 yards from shoreline)

EPA Region X Alaska Operations, Anchorage Office907-271-5083

FOSC Carr cellular contact907-227-9936

FOSC Lautenberger cellular contact907-230-7769

(Fax)907-271-3424

Seattle Office (24 hr).....206-553-1263

STATE:

SOSC for coastal or inland spills

ADEC Northern Area Response Team - business hours907-451-2164

(Fax).....907-451-2362

On-Duty Officer (cellular)..907-322-3783

(24 hr - State Troopers)800-478-9300

NATURAL RESOURCE TRUSTEES:

See Resources Section, Part Three, for contact information.

B. USCG AND FEDERAL AGENCY CONTACTS

It is the responsibility of the FOSC to initiate contact with the following agencies and organizations once emergency notifications have been made. This is not an exhaustive list of federal contacts, and the FOSC may notify additional parties as well as those listed below. Phone numbers are not listed in order of importance, and contacts will be made at the discretion of the FOSC. Initial notifications will be made by telephone, with concurrent transmission of any available documents (i.e. POLREP or other information) by fax or e-mail whenever possible. Additional federal agency contacts and websites are listed in the Resources Section of this plan.

<i>time</i>	<i>date</i>	COAST GUARD CONTACTS	phone
___	___	NATIONAL RESPONSE CENTER.....	800-424-8802
___	___	USCG District 17	907-463-2000
___	___	USCG District 17 Public Affairs	907-463-2067
___	___	USCG -MSO ANCHORAGE	907-271-6700
		(After hours, enter 2 when automated attendant answers)	
___	___	USCG Pacific Strike Team.....	415-883-3311
___	___	National Strike Force.....	919-331-6000
___	___	National Pollution Funds Center	703-235-4700
		FEDERAL AGENCIES	
___	___	U.S. Environmental Protection Agency.....	907-271-5083
		Seattle (24 hr).....	206-553-1263
___	___	U.S. Department of the Interior	907-271-5011
___	___	National Oceanic & Atmospheric Administration SSC.....	907-271-3593
___	___	U.S. Forest Service	907-271-2500
___	___	U.S. Army Corps of Engineers	907-753-2515
___	___	Federal Aviation Administration	907-271-5936
___	___	National Weather Service	907-271-3886
___	___	National Marine Fisheries.....	907-271-5006

FEDERALLY-RECOGNIZED TRIBES: *See Resources Section, Part Three.*

C. ALASKA STATE AGENCY CONTACTS

It is the responsibility of the SOSC to initiate contact with the following agencies and organizations once emergency notifications have been made. This is not an exhaustive list of state contacts, and the SOSC may notify additional parties as well as those listed below. Phone numbers are not listed in order of importance, and contacts will be made at the discretion of the SOSC. Initial notifications will be made by telephone, with concurrent transmission of any available documents (i.e. Sitrep or other information) by fax or e-mail whenever possible. Refer to the Resources Section for additional State agency contact information and Internet websites.

<i>time</i>	<i>date</i>	ALASKA STATE AGENCIES	
—	—	Department of Environmental Conservation, Fairbanks.....	907-451-2360
		Cellular Phone (after hours)	322-3783
		(24 hr, thru State Troopers)	800-478-9300
—	—	Dept of Fish and Game.....	459-7285/459-7283
		479-2320 (after hours)
—	—	Department of Military & Veteran Affairs, Division of.....	907-428-7000
		Emergency Services (24 hr).....	800-478-2337
—	—	Department of Law	907-269-5100/5274
—	—	Department of Natural Resources.....	907-269-8815/269-8548
		Division of Oil and Gas	762-2580/269-8815
		State Historic Preservation Office	907-269-8725
—	—	Department of Public Safety (Dispatch)	907-428-7200
		State Troopers (24 Hr).....	800-478-9300
—	—	Department of Transportation & Public Facilities	907-266-1440/1735
—	—	Department of Community and Regional Affairs	907-561-1900/269-4500
—	—	Department of Health and Social Services	907-465-3027/561-4406
 REGIONAL NATIVE GROUPS/CORPORATIONS (<i>Also see the Resources Section</i>)			
—	—	NANA Regional Corporation (Kotzebue).	907-442-3301
—	—	Nome Eskimo Community	907-443-2246
—	—	Maniilaq Association (Kotzebue)	800-478-3312
—	—	Bering Straits Native Corporation (Nome)	907-443-5252
—	—	Kawerak, Incorporated (Nome)	907-443-5231

Additional listings of Alaska State agencies are provided in the Unified Plan, Annex A.

D. LOCAL CONTACTS

It is the responsibility of the LOSC to initiate contact with the following local government agencies and organizations once emergency notifications have been made. This is not an exhaustive list of local contacts, and the LOSC may notify additional parties as well as those listed below. Phone numbers are not listed in order of importance, and contacts should be made at the discretion of the LOSC. Initial notifications will be made by telephone, with concurrent transmission of any available documents (i.e. Sitrep or other information) by fax whenever possible. Additional local contacts are listed in the Resources Section of this plan.

***time date* Northwest Arctic Borough and LEPC Contacts**

___	___	Northwest Arctic Borough LEPC.....	907-442-2500
___	___	Nome LEPC	907-443-6663
___	___	Northwest Arctic Borough EMS Director	907-442-7695

LOCAL GOVERNMENTS

(Also, refer to the Resources Section, Part One, for additional information on these specific locales.)

___	___	Ambler (city office)	907-445-2122
		Tribal Council	445-2196
		Village Police Officer	445-2180
		Village Health Clinic	445-2129
___	___	Brevig Mission (city office).....	907-642-3851
		Village Council	642-4301
		State Troopers Nome	800-443-2835
		Public Safety Officer.....	642-2270
		Village Health Clinic	642-4311
___	___	Buckland (city office)	907-494-2121
		Village Council	494-2171
		Public Safety Officer.....	494-2162
		Volunteer Fire Department	494-2176
		Village Health Clinic	494-2122
___	___	Council (village council)	907-443-7649
		State Troopers Nome	800-443-2835
		Village Health Aid	665-8001
___	___	Deering	907-363-2136
		Village Council	363-2138
		Village Police Officer	363-2133
		Village Health Aid	363-2137
___	___	Diomedes (city)	907-686-3071
		Village Council	686-2175
		State Troopers Nome	800-443-2835
		Volunteer Fire Department	686-3071
		Village Health Clinic	686-3311
		Village Police Officer	686-2000

—	—	Elim (city council)	907-890-3441
		Tribal Council	890-3737
		Public Safety Officer.....	890-3611
		Volunteer Fire Department	890-3441
		Village Health Clinic	890-3311
—	—	Gambell (city office).....	907-985-5112
		Tribal Council	985-5346
		Police Department.....	985-5333
		Village Health Clinic	985-5012
—	—	Golovin (city office)	907-779-3211
		Village Council	779-2214
		Public Safety Officer.....	779-3911
		Volunteer Fire Department	779-3971
		Village Health Clinic	779-3311
—	—	Kiana (city office).....	907-475-2136
		Village Council	475-2109
		Public Safety Officer/Police.....	475-2131
		Fire Department	475-2132
		Village Health Clinic	475-2199
—	—	Kivalina (city office).....	907-645-2137
		Village Council	645-2153
		Village Police Officer	645-2137
		Village Health Clinic	645-2141
—	—	Kobuk (city office)	907-948-2217
		Tribal Council	948-2203
		Public Safety Officer.....	948-3222
		Health Clinic	948-2218
—	—	Kotzebue (city office).....	907-442-3401
		Tribal Council	442-3467
		State Troopers	442-3222
		Police Department	442-3351
		Fire Department	442-3403
		Manillaq Health Center.....	431-3321
—	—	Koyuk (city office).....	907-963-3441
		Tribal Council	963-3651
		State Troopers (Nome).....	800-443-2835
		Police Department.....	963-3541
		Public Safety Officer.....	963-2441
		Volunteer Fire Department	963-3441
		Village Health Clinic	963-3311
—	—	Mary's Igloo (village council)	907-642-3731
—	—	Noatak (Tribal Council).....	907-485-2173
		State Troopers Kotzebue	800-779-3222
		Village Police Officer	485-3222
		Village Health Clinic	485-2162

—	—	Nome (city office).....	907-443-6663
		Village Council (Nome Eskimo Community)	443-2246
		State Troopers	443-5525
		Police Department	443-5262
		Volunteer Fire Department	443-2310
		Norton Sound Regional Hospital	443-3311
—	—	Noorvik (city office)	907-636-2100
		Tribal Council	636-2144
		Public Safety Officer.....	636-2173
		Search and Rescue	636-2345
		Volunteer Fire Department	636-3222
		Village Health Clinic	636-2103
—	—	Saint Michael (city office)	907-923-3222
		Village Council	923-2304/2405
		Public Safety Officer.....	923-2284
		Village Health Clinic	923-3311
—	—	Savoonga (city office).....	907-984-6614
		Tribal Council	984-6414
		Police Department.....	984-6011
		Volunteer Fire Department	984-6234
		Village Health Clinic	984-6513
—	—	Selawik (city office).....	907-484-2132
		Tribal Council	484-2225
		Public Safety Officer.....	484-2229
		Search and Rescue	484-2211
		Village Health Clinic	484-2199
—	—	Shaktoolik (city council).....	907-955-3441
		Public Safety Officer Unalakleet.....	624-3646
		Police Department.....	955-3661
		Volunteer Fire Department	955-3661
		Village Health Clinic	955-3511
—	—	Shishmaref (city council).....	907-649-3781
		Tribal Council	649-3751
		Public Safety Officer.....	649-3411
		Search and Rescue	649-2160
		Village Health Clinic	649-3311
—	—	Shungnak (city office)	907-437-2161
		Village Council	437-2163
		State Trooper Kotzebue	800-789-3222
		Police Department.....	437-2147/3222
		Volunteer Fire Department	437-3222
		Village Health Clinic	437-2138
—	—	Solomon (village council).....	907-443-4985
		State Trooper Nome	800-443-2835
		Norton Sound Regional Hospital Nome.....	443-3311

—	—	Stebbins (city office).....	907-934-3452
		Tribal Council	934-3561
		State Trooper Nome	800-443-2835
		Public Safety Officer.....	934-2340
		Fire Department	934-2340
		Village Health Clinic	934-3311/2464
—	—	Teller (city office).....	642-3401
		Public Safety Officer.....	642-3408
		Village Health Clinic	642-3311
—	—	Unalakleet.....	624-3531
		Police Department.....	624-3008
		Village Health Clinic	624-3535
—	—	Wales (city council).....	664-3501
		Village Council	664-3062
		State Trooper Nome	443-2835
		Village Police Officer	664-2108
		Public Safety Officer.....	664-3671
		Village Health Clinic	664-3311/3691
—	—	White Mountain (city office)	638-3411
		Tribal Council	638-3651
		Public Safety Officer.....	638-3411/3351/3626
		Volunteer Fire Department	638-3651
		Village Health Clinic	638-3311

E. OTHER POINTS OF CONTACT

CULTURAL RESOURCES ADVISORS

State Historic Preservation Office (DNR) 907-269-8721

POTENTIAL FEDERAL ON-SCENE COORDINATOR'S HISTORIC PROPERTIES SPECIALISTS*

U.S. EPA	CONTACT INFORMATION		
Wooley, Chris**	563-3202 (wk/hm)	563-3206 (fax)	chumis@gci.net
Peter Bowers**	474-9684 (wk) 455-6528 (hm)	474-8370 (fax)	nlur@alaska.net
U.S. COAST GUARD			
Mobley, Chuck***	653-1937 (wk/hm)	653-1937 (fax)	mobley@alaska.net
Ream, Bruce***	276-7475 (wk) 345-3844 (hm)	276-2104 or 345-2457 (fax)	bar@hartcrowser.com
Shaw, Robert***	345-5416 (wk/hm)	419-858-1051 (fax)	robert@archaeologist.com
Wooley, Chris***	563-3202 (wk/hm)	563-3206 (fax)	chumis@gci.net
Yarborough, Mike***	349-3445 (wk/hm)	349-5562 (fax)	archeology@gci.net

* In the event that none of the Historic Properties Specialists identified above are available to assist a Federal On-Scene Coordinator in response to an oil spill or hazardous substance release, the Federal OSC should contact Pamela Bergmann, U.S. Department of the Interior (271-5011 wk; 333-0489 hm; 1-907-227-3783 cell phone) and/or Judy Bittner, Alaska Office of History and Archaeology (269-8721 wk; 274-7165 hm).

** In place under the EPA START contract.

*** Basic Ordering Agreements are not yet in place.

Other potential cultural resources contractors are listed in **Annex M of the Unified Plan**.

ALASKA REGIONAL RESPONSE TEAM

See the front section of the **Unified Plan** for membership roster.

Also refer to ARRT website at : <http://www.akrrt.org.htm> for a current listing of ARRT members.

INDUSTRY ORGANIZATIONS

Alaska Chadux Corporation (spill coop) 907-278-3365

Cominco Alaska – Red Dog Mine Operations 907-426-2170

CHEMTREC (24 hr) 800-424-9300

Hazardous substances information provided by the Chemical Manufacturers Association

RESPONSE: PART TWO – EMERGENCY RESPONSE

A. UNIFIED COMMAND STRUCTURE AND ICS

The oil and hazardous substance discharge response Incident Command System (ICS) as described in **Annex B of the Unified Plan** will be used during a spill response in the Northwest Arctic Subarea. In the event of an actual or potential oil or hazardous materials release, an Incident Command System response will be activated. The ICS is based on the National Interagency Incident Management System (NIIMS), which was developed to coordinate agency action and provide a command structure for use during emergency response events. In the State of Alaska, the Unified Command application of the Incident Command System is used for response to oil and hazardous material spills. This system of ICS differs somewhat from the standard NIIMS ICS format.

The Incident Command System allows for federal, state, and local governments to participate in the spill response both in an oversight capacity and as participants in the containment, control, and cleanup of the spill. The ICS is organized around five major functions: Command, Planning, Operations, Logistics and Finance/Administration. The basic ICS structure remains the same in all incidents, but the magnitude and complexity of the spill emergency will dictate which functional areas will be activated and to what level. The ICS can be expanded or contracted to suit the size and scale of the spill.

The Incident Command System is led by the **Unified Command**, which directs all aspects of incident response (including oversight, monitoring, clean up, etc.), and includes an **Incident Commander (IC)**, who is in command of the control, containment, removal, and disposal of the spill. For the Northwest Arctic Subarea, the Unified Command is typically comprised of the Federal On-Scene Coordinator (FOSC), the State On-Scene Coordinator (SOSC), the Local On-Scene Coordinator (LOSC), and the Responsible Party On-Scene Coordinator (RPOSC). The Unified Command is implemented in situations where more than one agency has jurisdiction. When the Responsible Party is identified, the RPOSC, usually a senior representative of the Responsible Party (RP), is the Incident Commander (IC). When there is no Responsible Party (RP), or the RP is unable to satisfactorily respond to a spill, the spill response will be directed by an Incident Commander designated by the agency with jurisdictional authority (federal, state, or local.)

Below the command level, positions within the ICS can be filled by employees of the RP or its independent contractors. The exact size and composition of an ICS will vary according to the needs of the response and the experience level of the personnel involved. Government agency personnel may supplement ICS staffing as necessary.

By integrating response management early in the response, consensus and mobilization can be more quickly achieved and limited resources combined to reduce duplication of effort and enhance response effectiveness.

B. ROLES OF THE OSC, RP, RAC, and RMAC

Federal On-Scene Coordinator (FOSC). The U.S. Coast Guard is the lead agency for coastal oil and hazardous materials spill responses and shall serve as the Federal On-Scene Coordinator in the Unified Command. For oil spills on inland waters (more than 1000 yards inland from the tideline), the Environmental Protection Agency will be the FOSC. The role of the U.S. Coast Guard or EPA in the Unified Command will vary according to spill type and size. The Coast Guard has adopted the updated Oil Spill Field Operations Guide (ICS-OS-420-1) for use in guiding their major spill response efforts. The guide is a product of the States/British Columbia Task Force Work Group and provides detailed guidance for each Incident Command System position identified for oil spill response operations.

State On-Scene Coordinator (SOSC). The Alaska Department of Environmental Conservation (ADEC) is the lead agency for the State of Alaska in oil and hazardous materials spill response. ADEC serves as the State On-Scene Coordinator (SOSC) in the Unified Command. The Statewide Oil and Hazardous Substance Incident Management System Work Group (consisting of ADEC, industry, spill cooperatives, and Federal agencies) has published the Alaska Incident Management System (AIMS) for Oil & Hazardous Substance Response. The AIMS Guide provides ADEC personnel and other response personnel with the detailed guidance necessary to properly respond to a major spill incident.

Local On-Scene Coordinator (LOSC). In the event of an oil spill or hazardous substance release in the Northwest Arctic Subarea, the Northwest Arctic Borough Regional Emergency Services Director (or designee) or a member of the local community (if the community is not part of the borough) will serve as the Local On-Scene Coordinator in the Unified Command. For all spills in the Northwest Arctic Subarea in which the ICS is implemented, the LOSC will sit in the Unified Command with the FOSC, SOSC, and RPOSC, sharing decision-making and oversight responsibilities with the other On-Scene Coordinators. For spills which affect or threaten to affect the Northwest Arctic Subarea in addition to other subareas, the Northwest Arctic Borough Emergency Services Director or designee or an appropriate community representative (for those communities that are not part of the borough) will integrate into the command structure either through a LOSC liaison representing all affected communities, or through a Regional MAC group.

As long as there is an immediate threat to public safety, the LOSC will serve as the ultimate command authority for the public safety issue, while the FOSC, SOSC, and RPOSC work with the LOSC to ensure mitigation of the situation. So long as the threat to public safety remains, the LOSC will be guided by the Comprehensive Emergency Management Plan developed by the Northwest Arctic Emergency Services and Northwest Arctic Borough Local Emergency Planning Committee, or by the local emergency response plan (for those communities which are not part of the borough). If the FOSC, SOSC, or RPOSC does not assume the lead role for response, the LOSC may request higher authority to assume that responsibility. (See the **Unified Plan, Annex B.**)

Responsible Party (RP). Under federal and state law, the Responsible Party (RP) is responsible to contain, control, and clean up any oil or hazardous substance spilled. The RP must notify the federal, state, and local authorities of the spill incident and initiate an effective response. The RP is expected to respond to an incident using their own resources and securing additional contractual expertise and equipment when necessary. The FOSC and SOSC have the authority to oversee the RP's activities, and both are authorized to take over or supplement the RP's response activities if they determine those activities to be inadequate. During an RP-driven response, if the vessel or facility has a contingency plan (C-plan), it will serve as the primary guidance

document for the spill response and the Responsible Party will designate the Incident Commander. If there is no Responsible Party, or if the RP does not have a government-approved contingency plan, the Unified Plan and the Northwest Arctic Subarea Contingency Plan will become the guiding document during the spill response.

Primary Response Actions Contractors (RAC) and Oil Spill Response Organizations (OSRO). Primary Response Action Contractors (RAC) and Oil Spill Response Organizations (OSRO) may play an important role in a spill response. Primary RACs and OSROs are organizations that may enter into a contractual agreement with an RP (vessel or facility owner/operator), assisting the RP in spill cleanup operations. RACs/OSROs can provide equipment, trained personnel and additional resources. The Operations/Technical Manuals maintained by the RACs/OSROs may be referenced in vessel or facility contingency plans and serve as supplementary reference documents during a response. OSROs generally have access to large inventories of spill equipment and personnel resources. The FOSC or SOSC may contract these assets for use. Select equipment located within the Northwest Arctic Subarea is referenced in the Resources Section of this Plan. Complete equipment inventories are listed in the respective Operations/Technical Manuals of the RACs and OSROs.

Regional Multi-Agency Coordination Committee (RMAC). A Regional MAC group will be activated for significant incidents to advise the Unified Command and provide recommendations or comments on incident priorities, objectives and community concerns. Regional MACs do not play a direct role in setting incident priorities or allocating resources, however the Regional MAC can advise the Unified Command (through the Liaison Officer) and provide recommendations or comments on incident priorities, objectives, and the incident action plan. The MAC is not directly involved in tactical operations, though some of its members may be. Each MAC group will be facilitated by a MAC Chairperson, elected by the MAC members. Regional MAC composition may vary from incident-to-incident and may include community emergency coordinators, local resource agency personnel, federal/state/local or private landowners and leaseholders, Native organizations, non-profit and volunteer organizations, and other stakeholder groups affected by the spill.

RESPONSE: PART THREE – RESPONSE PROCEDURES

This part identifies the initial response objectives and actions which shall be taken for an oil or hazardous substance spill in the Northwest Arctic Subarea and provides the “ramp up” procedures and processes necessary to address an emerging incident.

NOTE: “General Emergency Response Procedures” which are applicable throughout the State are contained in the Unified Plan, introductory section.

A. RESPONSE OBJECTIVES

Regardless of the nature or location of a spill, the following objectives shall guide all response actions:

1. **Ensure safety of responders and the public.**
2. **Stop the source of the spill.**
3. **Deploy equipment to contain and recover the spilled product.**
4. **Protect sensitive areas (environmental, cultural, and human use).**
5. **Track the extent of the spill and identify impacted areas.**
6. **Cleanup contaminated areas and properly dispose of wastes.**
7. **Notify and update the public. Provide avenues for community involvement where appropriate.**

B. SCOPE OF ACTIVITIES

This list assists the Incident Commander (either government or Responsible Party) and staff in completing the initial response actions associated with a medium to large sized oil spill. This list is not exhaustive and should be used at the discretion of the IC and the Unified Command.

1. DEFINE NATURE OF INCIDENT

A. Determine facts of spill.

- Responsible Party (name and phone #)
- Location and time of incident
- Type of incident (explosion, grounding, operational, etc.)
- Type of product
- Movement of spilled product
- Environmental resources/Sensitive Areas at risk

B. Determine whether RP is willing/able to respond.

C. Classify size of spill.

D. Notify natural resource trustees.

E. Determine whether incident is categorically excluded under the Programmatic Agreement to protect historic properties and, if not, contact a Historic Properties Specialist.

2. **EVALUATE HAZARDS TO HUMAN HEALTH/SAFETY**
 - A. **Determine threat to public health.**
 - B. **Assess fire/explosion hazard.**
 - C. **Assess personnel safety based on potential/existing hazards.**
 - D. **Determine appropriate level of personnel protective equipment for responders.**

3. **EVALUATE SEVERITY OF INCIDENT AND THE NEED FOR ADDITIONAL RESOURCES**
 - A. **Estimate amount of spilled product and total potential amount.**
 - B. **Estimate duration of spill response efforts.**
 - C. **Assess weather/sea conditions .**

4. **INITIATE RESPONSE STRATEGY**
 - A. **Protect responders and the public.**
 - B. **Secure or isolate the source of spill.**
 - C. **Protect sensitive areas** (develop priorities consistent with environmental sensitivity and protection priorities identified in Sensitive Areas Section of this plan)
 - D. **Initiate containment and recovery of spilled product.**
 - E. **Initiate spill tracking.**
 - F. **Consult with natural resource trustees on removal actions to be taken.**

5. **INFORM LOCAL RESIDENTS/COMMUNITIES/STAKEHOLDERS**
 - A. **Prepare Press Statement.**
 - Report that USCG, EPA, ADEC, RP and local emergency response personnel are responding to discharge event.
 - Give brief details of the discharge.
 - Describe actions taken by the Unified Command.
 - Announce that formal press release will be prepared as more information is received.
 - B. **Contact Local Media.**
(Local radio, newspaper and television contact information in Resources Section, Part Three)
 - C. **Be forthcoming and provide as much information as quickly as possible. If no information is available, say so but ensure that information is provided to the media as soon as it is available.**
 - D. **Conduct appropriate briefings via the ICS Liaison Officer**

C. RAMP UP PROCEDURES

A spill response progresses through a series of steps where the number of personnel and amount of equipment are increased (or decreased) as necessary to meet the demands of the situation. This increase of resources to address response needs is called a ramp up.

The ramp up begins when the spill is first reported and progresses with the sequential and prioritized activation of the response resources of the Responsible Party and the local, state and federal responders. Each spill response will differ according to spill size and severity, location, season, and a variety of other factors. Personnel needs will vary accordingly. The ramp up procedures and personnel requirements presented below are provided as guidance for the Unified Command during the initial staffing of the Incident Command System (ICS). The ICS can expand and contract to meet the needs of an emergency response without any loss of effectiveness or control. The goal for any major spill is to have the personnel in place to staff a complete ICS within the first 96 hours of a response.

The ramp up to a full oil spill response generally moves through three staffing levels. The **Initial Response Team** (Hours 0-6) will consist primarily of first responders who will carry out initial response actions. The **Transitional Response Team** (Hours 6-96) will form as additional personnel arrive on-scene and ICS functions are added. The **Full Response Team** (by Hour 96) will be complete when full ICS staffing levels have been reached. Qualified personnel within the ICS will identify resources and equipment necessary for an effective response.

In those incidents where there is imminent threat to life and property, the local Fire Chief, State Troopers, or Emergency Manager will be the incident commander.

This ramp up guidance outlines the response of the federal, state and local personnel. Responsible Party personnel will also initiate a concurrent ramp up according to the procedures described in their contingency plan.

Hour 0-6: Initial Response Team

The Initial Response Team will consist primarily of the FOSC and SOSC response staff, natural resource trustees (if available), local emergency response and Responsible Party personnel. The Initial Response Team will carry out initial response efforts, which include notification and equipment mobilization. Depending on the size of the spill, a Unified Command may begin to form as the Initial Response Team carries out these response actions.

Notifications. The responsible party is ultimately responsible for making notifications to local, State and Federal agencies. Notifications will include local officials, police, and fire departments. USCG or EPA will notify the appropriate federal agencies listed as agency contacts on page A-2 and other points of contact on page A-8, where necessary. ADEC will notify the appropriate State agencies as noted on the contact list on page A-3. Each agency will activate appropriate staff and equipment to respond to the Northwest Arctic if appropriate.

Initial Response Action: Following these notifications, the initial responders will assess the chemical characteristics of the spilled material and establish a safe level of Personnel Protective Equipment (PPE) prior to dispatching a response team to the scene. Upon arrival, the response team will conduct a site characterization to evaluate environmental hazards. Upon ensuring a safe operating environment, they will attempt to determine the source of the spill, identify the responsible party, secure the source of discharge, and begin to gather data for the ICS to use to formulate a response strategy or validate the RP's strategies. This initial response team will normally have no containment or product removal means with them at this time, unless provided by the RP. If local authorities or Federal/State responders identify an immediate threat to public health and safety, appropriate action shall be initiated. If the situation warrants, an evacuation may be implemented according to the procedures described in the NS Borough Comprehensive Emergency Management Plan.

The response team will contact the FOSC/SOSC, and report the details of the spill, and initiate a preliminary investigation into the cause of the spill. The response team will advise the Responsible Party regarding the legal requirement to initiate containment and recovery actions. The FOSC will be advised of the severity of the spill and will activate the ICS. The Federal and/or State On-Scene Coordinators will brief the federal, state and local government agencies regarding the spill status and ramp up procedures. The FOSC will consult with natural resource trustees on removal actions to be taken, as appropriate.

ADEC will select any available state resource agency personnel to serve as a local contact until ADEC responders arrive on-scene. ADEC will request that ADNIR and ADFG identify environmental priorities for protection. ADNIR and ADFG will use the environmental sensitivities information in this plan as a primary source for this information. NOAA may also be contacted for initial environmental sensitivity and wildlife concentration information. ADEC will forward these priorities to the Incident Commander and the Unified Command.

The Responsible Party is responsible for deploying appropriate privately-owned pollution response equipment as quickly as possible, regardless of whether Federal/State equipment has been deployed in the interim. The FOSC/SOSC may assist the RP and arrange for initial delivery of pollution response gear via the most expedient mode of transportation.

Command Center Establishment. A field command post will be assembled to coordinate efforts until the FOSC, SOSC, LOSC and RP can establish the command center. The location of this field command post will depend upon the location and severity of spill, time of year, weather, and other considerations. Details on potential field command post locations, staging areas and potential command center locations throughout the Northwest Arctic are included in the Resources Section of this plan.

Federal, state and local personnel arriving on-scene should realize that workspace, telephone lines, and other office resources may be limited during the initial response. Individuals are encouraged to bring cellular phones to communicate with their respective home offices (realizing that cellular phone capabilities may be severely limited or non-existent).

Staging Areas. Potential staging areas have been identified and profiled for some of the communities and remote facilities in the Northwest Arctic Subarea in Part One of the Resources Section.

Hour 6-96: Transitional Response Team

The Transitional Response Team forms as additional federal, state and local response personnel arrive on-scene. After the initial response reveals the scope and size of the spill, the Unified Command will begin to form and ICS staffing will increase. In a government-led spill, the Unified Command will designate an Incident Commander. In a Responsible Party-led response, the IC will be a representative of the RP. The Incident Commander will designate appropriately trained personnel as Section Chiefs for the Operations, Planning, Logistics, and Finance/Administration Sections. As the response develops, appropriate ICS functions will be added until a full response team is in place.

Hour 96: Full Response Team

A full ICS response team should be assembled by Hour 96 of the spill response. Staffing depths and positions filled will vary with the response, as will the order in which these positions are filled. The Full Response Team may include federal, state and local agency personnel, employees of the Responsible Party, independent contractors, and other organizations as appropriate.

D. ADDITIONAL RESPONSE PROTOCOLS

1. Health and Safety: For most spills, a Safety Officer will be designated by the Incident Commander. The Safety Officer will be responsible for ensuring that the spill site is properly characterized, the hazards identified, and personnel properly equipped and adequately briefed prior to allowing entry into the spill area. The Safety Officer will also be responsible for ensuring site security and establishing emergency procedures for decontamination and evacuation in the event of injury or change in conditions. The Safety Officer answers directly to the Incident Commander and will have the authority to suspend any operation deemed unsafe or in violation of safety regulations.

Annex H, Appendix I of the Unified Plan provides a Standard Site Safety Plan for Emergency/Post-Emergency Phase Coastal Oil Spills developed by the US Coast Guard. The plan is generic in nature and must be expanded to provide specific safety procedures for each incident. Also, **Annex H, Appendix II of the Unified Plan** provides the Training Guidelines for Local Emergency Planning Committees for Planners/Responders/Managers of Responses to Hazardous Materials Emergencies.

Once the emergency response is under way, the Safety Officer will develop a Site Specific Health and Safety Plan which will address all the required elements in OSHA's Hazardous Waste Operations and Emergency Response Regulations (29 CFR 1910.120), including but not limited to:

- Organizational Structure
- Training Requirements
- Risk and hazard analysis for each planned cleanup activity
- Personnel Protective Equipment (PPE)
- Site Security and Control
- Air Monitoring, Medical Surveillance
- Decontamination
- Emergency Response Plan
- Emergency Communications
- Sanitation and Lighting

2. Cost Recovery/Documentation: Refer to the **Unified Plan, Annex C, Appendix I** (Federal Spill Funding Procedures) and **Appendix III** (State Administrative Guidelines).

3. Waste Removal and Disposal: The Planning Section Chief will be responsible for developing a waste removal and disposal plan that provides the necessary logistical and procedural information to ensure a fast and efficient transfer of wastes to disposal facilities. The disposal plan must be in compliance with existing laws and regulations.

Oversight of the waste disposal plan will normally be the responsibility of the State of Alaska DEC. Alaska law (18 AAC 75.319 & 18 AAC 75.327) requires that cleanup and waste disposal plans for hazardous substances, including oil, be approved by ADEC.

For information and guidelines on procedures for transporting, storage, and disposal of wastes and a listing of disposal related permits, refer to the **Unified Plan, Annex E, Appendix VI**.

Note: Within the Northwest Arctic Subarea, there are limitations on the amount of temporary storage available for waste products and recovered product resulting from an oil spill.

4. In Situ Burning, Dispersants and Other Chemical Countermeasures: Any decision regarding the use of dispersants and/or *in situ* burning in the Northwest Arctic Subarea will be made by the FOSC and SOSC in consultation with the Alaska Regional Response Team (ARRT) according to the guidelines presented in **Annex F of the Unified Plan**.

According to the ARRT-approved guidelines and from an operational perspective, both of these non-mechanical response options are usually considered at an early stage in a spill response operation. Both of these tactics are most effective when applied to oil that has not been heavily emulsified. Therefore, the operational window for considering these tactics is somewhat restricted by time. If either or both of these options are to be considered, the Unified Command should direct an early and immediate assessment of the feasibility for employing these non-mechanical options, and make a timely decision to approve/disapprove the use of these tactics.

While there are no legal obligations for the ARRT to include local officials from the Northwest Arctic Subarea in the decision-making process regarding local use of dispersants and/or *in-situ* burning, their use is an issue of primary concern to local residents. To the extent practicable, the appropriate local officials should be involved in the decision-making process. **The sensitive areas and resource concentrations identified in the Sensitive Areas Section of this plan should be considered by the RRT in determining where and when dispersant use and/or *in situ* burning is appropriate in the Northwest Arctic Subarea.**

5. Public Affairs: The Incident Commander/Unified Command will direct all media inquiries to the Public Information Officer(s). The Public Information Officer position may be filled jointly by regulatory agency and RP representatives. For local media contacts, consult the Resources Section, Part Three, of this plan. Refer to the **Unified Plan, Annex I** for statewide guidance on Public Affairs inquiries.

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